

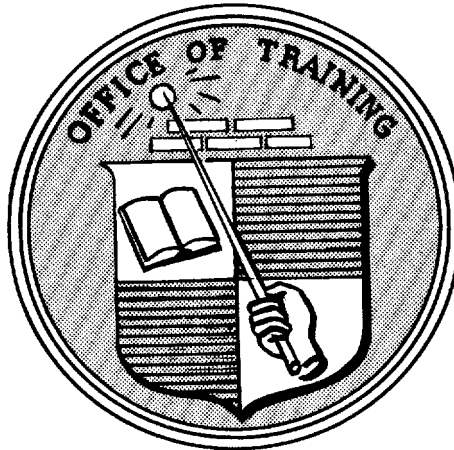
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# OFFICE OF TRAINING BULLETIN

25X1A

NUMBER [REDACTED]



1 AUGUST 1956

JOB NO. 78-06370A

BOX NO. 1

FOLDER NO. 043

TOTAL DOCS HEREIN 1

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Intelligence School, OTR
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DOC	1	REV DATE	28-1-81	BY	006199
ORIG COMP	—	OP1	11	TYPE	11
ORIG CLASS	5	PAGES	23	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HN 70-2

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## FOREWORD

(Matthew Baird, Director of Training, Comments Concerning  
the New School of International Communism and the USSR)

Dating back almost to the time I was appointed Director of Training in January 1951, I have been convinced that the most important educational job to be done for all levels of CIA employees is to make them aware of the true nature of International Communism as a key instrument in Soviet foreign policy. A realistic awareness of the meaning of Communism ought to be a basic part of the motivation of all career employees. Additionally, adequate knowledge and trained judgment of Communist theory, organization, and tactics appear to be essential elements in the equipment of all United States intelligence officers.

Thus far, our effort has been a meager one in relation to the magnitude of the problem: a half-day orientation for all incoming clerical personnel; a one-week orientation on Communism and the USSR in the Basic Orientation course; the World Communism course of four weeks; and the three-week course on Anti-Communist Operations designed specifically for DD/P personnel.

Other United States agencies, as well as components of CIA, have shown an appreciation of the quality of the limited coverage which we are providing presently in this important area. USIA, for instance, regularly sends two senior officials to the World Communism course. But the fact remains that we have made only a beginning in providing instruction in the field of Communism. There are two reasons why this is so. We had to give priority to urgent operational training, and, until now, I have not been able to find a man with the ability and knowledge to pull together the bits and pieces of instruction into a consistent program and to coordinate the efforts of the OTR instructors who have competence in this field.

After a careful study, balancing the OTR assets in this field against the evident need, I proposed that there be established within OTR a School of International Communism and the USSR (SIC/OTR), and this recommendation was approved. Last month's OTR Bulletin carried a brief item in the "Training News" section concerning the SIC. The Chief of the new school is Mr. [REDACTED] formerly Chief of the Operations School. He has been serving with OTR on rotational assignment from the DD/P. He will devote

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his entire time to guiding the SIC until June 1957 when he returns to DD/P. I plan to replace him at that time with another recognized authority on Communism and the USSR, either from within or outside CIA.

The School will concern itself primarily with the broadening and intensification of instruction within CIA. The following planned changes may be cited: (a) the extension, from one to two weeks, of the Communism-USSR orientation for all professional CIA personnel in the Basic Orientation course; (b) provision of a one-day orientation for all clerical personnel; (c) substantial revision of the World Communism and Anti-Communist Operations courses; (d) preparation of a Communist strategy and tactics course specifically tailored for analysts in DD/I.

In addition, the School will, as directed, provide instruction in this field required by other agencies of the Government. We are already assisting both USIA and the Foreign Service Institute in their Communist instruction. The most recent instance of the growing recognition outside CIA of the need for more adequate indoctrination and training for United States government personnel has been the proposal initiated at the last meeting of the Inter-agency Committee on Training, that all government employees going overseas should be given a common course of instruction in International Communism. I do not see this service to other agencies as a one-way street, however. As the School gains stature, it will benefit from reciprocal assistance, both personal and substantive.

It is intended that the new School will work closely with other units in the Agency concerned with Communism. It will, I believe, develop over the next several years into an increasingly professional and authoritative central point for the provision of instruction concerning Communism and the USSR.



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MATTHEW BAIRD  
Director of Training

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# REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates are as follows /Please check with your Training Officer regarding his special deadline dates for submission of applications within your component/:

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Basic Orientation	B-3	27 Aug.	4 Sept. - 28 Sept.
Administrative Proce- dures	B-4	31 Aug.	10 Sept. - 28 Sept.
Basic Management (GS 11 - 13)	B-8	31 Aug.	10 Sept. - 21 Sept.
Clerical Refresher Program	B-12 to 19	31 Aug.	10 Sept. - 5 Oct.

Pre-testing for the Clerical Refresher Program is scheduled for 6 September in Room 2300, Wing C, Alcott Hall as follows:

0900 - 1000	Typing
1000 - 1100	Shorthand
1100 - 1200	English Usage

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Instructional Techniques	B-20	31 Aug.	10 Sept. - 14 Sept.
Effective Writing	B-21	31 Aug.	10 Sept. - 16 Nov.
Effective Speaking	I-5	31 Aug.	10 Sept. - 17 Oct.
Writing Workshop	I-6	27 Aug.	4 Sept. - 27 Sept.
Reading Improvement	I-7	20 Aug.	27 Aug. - 12 Oct.

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AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
Basic Country Survey:		
Egypt	17 Sept.	1 Oct. - 7 Dec.
Japan	17 Sept.	1 Oct. - 30 Nov.
Regional Survey:		
Economic Factors in Asia	4 Sept.	18 Sept. - 25 Oct.
Soviet Bloc	27 Aug.	10 Sept. - 16 Nov.
Americans Abroad:		
	27 Aug.	10 Sept. - 14 Sept.

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In your OTR Bulletin No. [REDACTED] July issue, please make the following changes in the item titled AREA TRAINING - AMENDED SCHEDULE, July 1956 through June 1957.

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Basic Country Survey

1 Oct. - 30 Nov.  
Daily  
1430 - 1700

Americans Abroad

3 Dec. - 7 Dec.  
Daily  
1430 - 1700

Regional Survey

10 Sept. - 16 Nov.  
Mon., Wed., Fri.  
1000 - 1200

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PART-TIME LANGUAGE COURSES

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<u>Czech</u>	<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
	Elementary Reading (Phase I) Monday, Wednesday, Friday 0845 - 1045	17 Sept.	1 Oct. - 23 Nov.
<u>French</u>			
	Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
	Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
	Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
	Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.
	Intermediate Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
	Intermediate Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.

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<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>German</u>		
Elementary Reading	4 Sept.	17 Sept. - 11 Jan.
Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 21 Dec.
Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 21 Dec.
Applied Translation Group	4 Sept.	17 Sept. - 11 Jan.
<u>Italian</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.
Intermediate Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
<u>Japanese</u>		
Elementary Reading, Writing, and/or Speaking	17 Sept.	1 Oct. - 5 July
Intermediate Reading, Writing, and/or Speaking	21 Aug.	4 Sept. - 7 June
Advanced Reading, Writing, and/or Speaking	21 Aug.	4 Sept. - 7 June
<u>Portuguese</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
<u>Romanian</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
<u>Russian</u>		
Familiarization Tuesday, Thursday 1245 - 1345	17 Sept.	1 Oct. - 23 Nov.
Elementary Reading (Phase I) Monday, Wednesday, Friday 1245 - 1445	17 Sept.	1 Oct. - 25 Jan.
Intermediate Reading (Phase I) Monday, Thursday, Friday 1500 - 1700	17 Sept.	1 Oct. - 25 Jan.

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<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
Economic Reading (Phase I) Monday, Wednesday, Friday 1500-1700	17 Sept.	1 Oct. - 25 Jan.
Scientific Reading (Phase I) Tuesday, Thursday 1400 - 1700	17 Sept.	1 Oct. - 25 Jan.
Elementary Spoken (Phase I) Monday, Tuesday, Wednesday, Thursday, Friday 1500 - 1700	17 Sept.	1 Oct. - 7 Dec.
Intermediate Spoken (Phase I) Monday, Wednesday, Friday 1000-1200	17 Sept.	1 Oct. - 25 Jan.
Translation Workshop in EE Languages Tuesday 1300 - 1700	17 Sept.	1 Oct. - 25 Jan.
Short Course in Russian Reading Friday Evenings 1700 - 2000 (This course not listed in <u>OTR</u> <u>Catalog</u> )	17 Sept.	1 Oct. - 25 Jan.
Short Course in Elementary Russian (Phase II)  Monday, Wednesday Evenings 1730 - 1945	17 Sept.	1 Oct. - 25 Jan.

Spanish

Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.
Intermediate Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.

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INTEGRATED AREA-LANGUAGE PROGRAM TRAINING


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Japanese (10 weeks, full-time)	15 Sept.	1 Oct. - 7 Dec.
Russian, Phase I (13 weeks, part-time)	10 Sept.	24 Sept. - 21 Dec.

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INTENSIVE (FULL-TIME) LANGUAGE COURSES

Applications for Intensive (Full-Time) Language Courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG OF COURSES.

<u>Course Title</u>	<u>Course Dates</u>
<u>Basic:</u>	
Chinese (yearly, 48 weeks)	1 Oct. 1956 - 30 Aug. 1957
French (yearly, 23 weeks)	1 Oct. 1956 - 8 March 1957
German (twice yearly, 20 weeks; listed in your current OTR CATALOG as 23 weeks)	1 Oct. 1956 - 22 Feb. 1957
Greek (yearly, 44 weeks)	1 Oct. 1956 - 2 Aug. 1957
Italian (twice yearly, 23 weeks)	1 Oct. 1956 - 8 March 1957
Persian (twice yearly, 24 weeks)	12 Nov. 1956 - 20 April 1957
Rumanian (twice yearly, 22 weeks)	1 Oct. 1956 - 22 Feb. 1957
Russian (yearly, 38 weeks)	17 Sept. 1956 - 7 June 1957
Serbo-Croatian (yearly, 39 weeks)	1 Oct. 1956 - 31 May 1957
Spanish (twice yearly, 23 weeks)	1 Oct. 1956 - 8 March 1957
<u>Advanced:</u>	
Chinese, Phase I (yearly, 15 weeks)	15 Oct. 1956 - 25 Jan. 1957
Russian, Phase I (yearly, 13 weeks)	24 Sept. 1956 - 21 Dec. 1956
Russian, Phase II (yearly, 13 weeks)	7 Jan. 1957 - 5 April 1957

FOREIGN LANGUAGE PROFICIENCY TESTS

In your OTR BULLETIN No. [REDACTED] July issue, these tests are described in detail in the item TESTING SERVICES. Call extension [REDACTED] at least one week prior to the test date, to arrange appointments for your personnel.

French	5 September	Italian	12 September
Russian	15 August	Spanish	29 August

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# NEWS

## NEW COURSE SCHEDULED BY SCHOOL OF INTERNATIONAL COMMUNISM & THE USSR

World Communism, course I-2, is no longer offered as such. Courses scheduled from 4 September 1956, through 12 July 1957 (numbers 16 to 21), are cancelled. I-2 content continues in new courses.

A new course, Party Organization and Operations, which represents an expansion of the party organization and operations sections of the former World Communism, will begin 1 October 1956, and will be conducted half-time daily, 0830 - 1230, for a four week period. This course will be listed on the next long-term schedule in your OTR Catalog of Courses; in the meantime, watch the "Registrar's Reminders" for subsequent schedulings of Party Organization and Operations.

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## OTR BIBLIOGRAPHIES AVAILABLE TO YOU

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Copies of the following specially prepared bibliographies are available and may be requested through your Training Officer, or by calling Mr. [REDACTED]

Communism: A Selected Bibliography of Basic Reading Materials, 23 pages, unclassified, May 1956; Intelligence Theory, Organizations, and Methodology - A Selected List of Readings, TR FM No. 0526, 6 pages, unclassified, July 1956.

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## IPM CHANGES IN CONTENT, EMPHASIS, RE-TITLED INTELLIGENCE TECHNIQUES

Intelligence Principles and Methods, course I-1, in your OTR Catalog of Courses, is now re-titled Intelligence Techniques and extensively revised in content and objectives. Four weeks in length, it is tailored to the requirements of Junior Officer Trainees and other newly employed professional-level "generalists". It will be given three or four times a year, depending on need. The first class began 30 July, and the next is scheduled for 1 October.

Intelligence officers enrolled in this course will be trained in the use of intelligence techniques applicable to collection, research, or presentation activities. These techniques are used by intelligence officers whether engaged in covert or overt activities. The revised course retains a number of projects included in the former IPM, but there are several changes. The Reading Analysis Program has been displaced, as have most lectures by outside speakers. Emphasis on "learning by doing" is increased, with special attention to clear, concise, and accurate presentation of the final product - whether a report from the field or a piece of finished intelligence.

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OTR NOTICE - NEW POSTER APPEARING  
ON AGENCY EMPLOYEE BULLETIN BOARDS

The OTR Notice, a poster for the Agency hall bulletin boards carrying information of non-classified OTR courses, activities, and programs, has been approved by the Office of Security, Office of Personnel, and the Management Staff. Suggested by the DD/I Training Officers as an additional means of keeping you informed covering training opportunities, the first Notice will be posted this month -- watch for it!

\* \* \* \* \*

AGENCY CONTINUES UPPING READING RATE!

1956 classes continue to show the increased personal efficiency possible to you through enrollment in Reading Improvement, course I-7. The following are the reported improvements in three types of reading skills to date:

Informational Reading:

Rate increased from 274 to 375 words per minute.  
Comprehension increased from 74% to 78%.

Scanning:

Rate increased from 540 to 777 words per minute. ~  
Comprehension increased from 70% to 78%.

Paragraph Analysis:

Performance improved from an initial score of 24 to a final score of 34.

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LANGUAGE & AREA SCHOOL INCREASES  
ITS VARIETY OF COURSE OFFERINGS

Within the past 12 months, the Language and Area School (LAS) has initiated full-time, intensive language courses in Russian (basic, intermediate and advanced), German, Persian, Turkish, and French. Scheduled to begin in the fall, in addition, are comparable courses in Japanese and Chinese. Present LAS staff capabilities permit initiation of similar courses, whenever you require, in the following languages:

Serbo-Croatian	Dutch
Finnish	Portuguese
Greek	Danish
Arabic	Norwegian
Romanian	Swedish
Italian	Polish
Spanish	Bulgarian

As a companion to intensive language courses at the intermediate and advanced levels, the School also is designing area courses to be conducted in foreign languages, in addition to other regular area courses conducted by the School. The first of these is a general course on the USSR in Russian conducted by the School staff. This will begin 24 September 1956. A similar course on China will be instituted in 1957.

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# Courses, Activities, and Programs

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AMERICANS ABROAD

10 TO 14 SEPTEMBER

25X1A

This course will be given Monday through Friday, from 0900 to 1200 hours, in Room 2132, "I" Building. Applications must be received by the Registrar, Office of Training, on or before 27 August. An interview with the instructor, [REDACTED] is expected of applicants.

## Class Schedule:

Monday	10 September
Tuesday	11 September
Wednesday	12 September
Thursday	13 September
Friday	14 September

25X1A

BASIC COUNTRY SURVEY

EGYPT

1 OCTOBER TO 7 DECEMBER

25X1A

This course will be given Monday, Wednesday and Friday, from 0900 to 1100 hours, in Room 2132, "I" Building. Applications must be received by the Registrar, Office of Training, on or before 17 September. An interview with the instructor, [REDACTED] Room 2129, "I" Building, extension [REDACTED] is expected of applicants.

25X1A

The principal object of study in this course will be Egyptian power in world affairs. The course will be divided into three parts: the elements of Egyptian power; the organization of power in Egypt; and Egypt's exercise of power in Middle Eastern and world affairs. A detailed outline of this course will be printed in the September issue of the OTR Bulletin.

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REGIONAL SURVEYSOVIET BLOC10 SEPTEMBER TO 16 NOVEMBER

25X1A

This course will be given from 10 September to 16 November 1956. Classes will be held Mondays, Wednesdays and Fridays, from 1000 to 1200 hours, in Room 2524, Quarter's Eye. Applications for registration must be submitted to the Registrar, on or before 27 August. An interview with the instructor, [REDACTED] Room 2518 Quarter's Eye, extension [REDACTED] is expected of applicants.

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This course is designed for personnel who require basic information concerning, and an understanding of specific problems pertaining to, the Soviet's European Satellites. It surveys the region embracing Albania, Bulgaria, Czechoslovakia, Hungary, Poland, Rumania, and Yugoslavia. It undertakes a simultaneous study of background material and of certain problems which concern the relations of this area as a whole, and in some cases of individual members, with the USSR and the West. Students will be required to take periodic tests and to submit term papers.

COURSE SCHEDULE

Monday	10 September	1. <u>Introduction:</u>
		Strategic importance and potential of the Iron Curtain countries
		2. <u>General Description:</u>
Wednesday	12 September	Satellite geography I
Friday	14 September	Satellite geography II
Monday	17 September	Population, ethnic groups and living standards
Wednesday	19 September	Resources and industry
Friday	21 September	Education and scientific research
Monday	24 September	Agriculture and main economic areas
Wednesday	26 September	Transportation and commerce
Friday	28 September	Review, examination and critique
		3. <u>Political Factors:</u>
Monday	1 October	Early historical background I
Wednesday	3 October	Early historical background II

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Friday	5 October	Current history
Monday	8 October	Foreign relations
Wednesday	10 October	Political structure
Friday	12 October	Sovietization of religion I
Monday	15 October	Sovietization of religion II
Wednesday	17 October	Internal intelligence organization
Friday	19 October	Party control of Satellite intelligence
Monday	22 October	Review, examination and critique
4. <u>Armed Forces:</u>		
Wednesday	24 October	Strength, composition and training
Friday	26 October	Military strategy and capabilities
Monday	29 October	5. <u>Psychological Warfare and Propaganda</u>
6. <u>Current Events and Problems:</u>		
Wednesday	31 October	Poznan riots: causes and effects
Friday	2 November	Titoism and realignment of Yugoslavia
Monday	5 November	De-Stalinization and the Satellites
Wednesday	7 November	Problem of minorities
Friday	9 November	Emigre and groups in exile
Monday	12 November	Symposium: The role of Central Europe in the East-West struggle
Wednesday	14 November	Symposium: The role of Southeast Europe in the East-West struggle
Friday	16 November	Review, examination and critique

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INTEGRATED RUSSIAN PROGRAM (PHASE I)

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24 SEPTEMBER TO 21 DECEMBER

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The Eastern Department of the Language and Area School will introduce, starting 24 September, an integrated program of language and area training in Russian. Classes will be held six hours a week (Mondays, Wednesdays and Fridays, 1500 - 1700 hours) for 13 weeks.

This course is designed to increase background knowledge of the USSR and to improve the student's knowledge of the Russian language. Lectures and assignments will be based on area materials, including geography, history, economics, politics, literature, art, theory and practice of communism, propaganda, army and navy, and intelligence organizations.

You must have completed a minimum of two years part-time, or nine months intensive, study of Russian, or the equivalent, as a prerequisite to enrolling in this course.

The course will begin Monday, 24 September 1956. Applications must be received by the Registrar, Office of Training, on or before 10 September. An interview with the instructor, [REDACTED] Room 2605, Wing G, Quarters Eye, extension [REDACTED] is required of applicants.

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NOONTIME MOVIE PROGRAM

JULY THROUGH SEPTEMBER

You are invited to attend the various foreign language and English films to be shown in Room 1016, R & S Building, at 1200 hours on Tuesdays, Wednesdays and Thursdays. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial:

7 August Tuesday	Spanish films: "New Prisons - New Men" 07221 and "Don't Talk" B6179	
9 August Thursday	Italian film: "Bicycle Thief" H7265 (Prizewinning film of postwar Italy)	
14 August Tuesday	Spanish films: "Sons of the Conquistadores" H6121 and "Peruvian Gold" H6138	
15 August Wednesday	Russian newsreels (3)	
16 August Thursday	Portuguese films: "The Fleet That Came to Stay" and "Portuguese Patrol Bomber"	
21 August Tuesday	German films: "Soviet Zone Uncensored" and "At the Beginning Was the Dead"	
22 August Wednesday	Russian film: "Soviet Georgia" 06381 (Travelogue)	
23 August Thursday	Russian films: "Soviet Tadzhikistan" E6045, "Travels Through the USSR: The South Coast of Crimea" E6290, "Soviet Armenia Excerpts" G6250, and "Soviet Border — Iran, Turkey, Afghanistan" H6729	
28 August Tuesday	Japanese film: "Cheerful Daughter" G6714 (Auditorium <span style="background-color: black; color: black;">[REDACTED]</span> )	25X1A
29 August Wednesday	Russian newsreels (3)	

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30 August Thursday	German films: "Sweden" H6043 and "Letter from an Airline Pilot" H6045
4 September Tuesday	French films: "The Cowboy" C6030 and "In the Beginning" D6211
5 September Wednesday	Russian film: "Mysterious Discovery" G6682
6 September Thursday	English film: "Soviet Azerbaïdzhan" D6044 (Travelogue)
11 September Tuesday	Italian films: "Mondo Libero" B6015, "Martiri" B6162 and "Peace Betrayed" B6144
12 September Wednesday	Russian newsreels (3)
13 September Thursday	Russian film: "Baltic Deputy" D6335
18 September Tuesday	Hungarian film: "Colony Underground" E6085 (Anti-American propaganda film relating to activities of Standard Oil Co.)
19 September Wednesday	Russian film: "Egor Bulychev P.1" E7077 and "Eger Bulychev P.2" E7078
20 September Thursday	Russian film: "Donetz Miners" C6390
25 September Tuesday	Polish films: "On the Borders of Peach" E6033 and "Adventures of Gustave the Penguin" H6956
26 September Wednesday	Russian newsreels (3)
27 September Thursday	Russian film: "Light in Koordi" D6187

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"INTELLIGENCE" has a STORY

(By [REDACTED] Chief, Orientation and Briefing,  
Intelligence School, Office of Training)

*Though one of the best guarantees of protection of intelligence planning or operations is a rigid code of silence, the Director and Deputy Director of Central Intelligence endorse the concept that in the substantive area of intelligence, much benefit can be achieved by telling the story that the strength of national policy is affected directly by the quantity and quality of intelligence upon which it is based. Speaking in this fashion about an activity that is very prone to say little about itself, viz, intelligence, can bring about the twofold result of:*

*confidence in what we do, and  
interest in aiding our effort.*

*Such confidence in our goals and activities should exist in the American citizenry and in their elected representatives. Interest might come from the field of business or professions or, more tangibly, from the area of academic endeavors where professors could stimulate healthy interest in their students to follow intelligence as a lifetime career.*

*In our efforts to win friends throughout the intelligence community and influence those with whom we deal in the Federal intelligence system of the United States, certain programs have won their spurs.*

\* \* \* \* \*

THE INTRODUCTION PROGRAM

*Everybody entering the Central Intelligence Agency (with very few exceptions) is required under Agency regulation to attend this program. Because many join our ranks who have been with other intelligence agencies and many enter who have had no intelligence experience, each one of these audiences offers the challenge of presenting ideas which interest and benefit the newcomers and at the same time are not boring to the more experienced. In the program, an effort is made to answer the fundamental questions of the what, the why, and the where of intelligence - stressing the substantive side. With this basis, a*

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*description is given of the relationships of intelligence organizations in the IAC community and their total connection with the policy level of Government, represented by the National Security Council. The program concludes with a presentation of the internal organization of CIA, explaining each segment of Agency function as it pertains to administration, substance, or operation.*

**CIA REVIEW**

*Approximately a year ago, the Deputy Director of Central Intelligence became impressed by the lack of knowledge possessed by many of our people abroad regarding happenings at Headquarters. To him, therefore, goes the credit for initiating a program now conducted regularly for those who return to Washington from overseas posts. In the CIA Review is given a synopsis of significant developments and changes at Headquarters in the last two years. To keep this program current, key officials like the DDCI, the IG, Deputy Directors and Assistant Directors are asked from time to time what, in their estimation, are the outstanding recent developments or trends in the Agency. These views are then combined into a unified presentation which is normally followed by a discussion period.*

**DEPENDENTS' BRIEFING**

*This program is presented to wives and adult members of the families of persons going overseas on Agency assignments. The goal of the Dependents' Briefing is twofold:*

*first, to give the wives and adult family members sufficient knowledge of what is involved in living the life of "cover" so that they will have a better appreciation of the tasks confronting the husbands and, in this way, be more sympathetic with the unpredictable occurrences and unavoidable disappointments in normal family arrangements. Also involved in this first aim of the program is the element of better security which comes by such preparation for life abroad.*

*second, to give those going overseas a better basis of understanding on which to approach their assignments and derive pleasure and profit from them.*

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*This program is conducted on a broad basis, explaining for the dependents the place of national intelligence in our government; telling them of the security implications of life abroad; analyzing the meaning of "cover"; giving the dependents some tangible views on Western World aims; describing for them the kind of life that they should expect overseas; and then advising them concerning their conduct abroad. Key Agency officials have made themselves available each month to make presentations at this program, which always is climaxed by an individual presenting for the DCI a "Bon Voyage" statement.*

#### DEPARTMENTAL BRIEFING

*Until approximately a year ago, each one of the IAC agencies was invited to send representatives to our Introduction Programs. At that time, the Director of Training felt that better results would be obtained if a program were tailored to meet the particular interests of the agencies and allow them to increase their quotas for attendance. At the present time, besides those who come from Army, Navy, Air, and State, key persons are sent here also from the United States Information Agency and the National Security Agency. In explaining the process of intelligence for this group, the stress is placed upon what we have learned about the team concept of intelligence work, i. e., our dependence upon the Departments and Agencies for the support they render in areas of collection and interpretation, and our responsibilities to provide services of common concern for them. Throughout the program, flashbacks are used to show how weaknesses of yesterday have been replaced by the stronger procedures of today.*

\* \* \* \* \*

*At the end of the calendar year, the total number going through these four programs is considerable. When "the story is told," these employees, relatives of employees, and persons of other departments and agencies get impressions which remain with them into the future. We hope, therefore, that those who continue as career employees, that those who leave our ranks and mingle again with others in the outside world, and that those from other agencies of Government who know only about us what we tell them in one of these programs, all will retain impressions which will aid the intelligence mission.*

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# OTR AND AGENCY TRAINING OFFICER DIRECTORIES

## OFFICE OF TRAINING

25X1A

	<u>Ext.</u>	<u>Room and Building</u>	
Director of Training	Matthew Baird	11,	25X1A
Deputy Director of Training		11,	
Plans and Policy Staff		4,	
Editor, <u>OTR Bulletin</u>		1-B,	
Support Staff		8,	
Registrar		18,	
Processing Section		1107, Alcott	
Assessment & Evaluation Staff		1331A, R & S	
Junior Officer Training Program		2413, Alcott	
Intelligence School		2009, R & S	25X1A
School of International Communism & the USSR		2204, Alcott	
Operations School		201C,	
Language and Area School		2129, I	
Testing and Research		2520, Qtrs. I	
Eastern Department		2518, Qtrs. I	
Western Department		2129, I	
Special Asst. for DD/I		347, Admin	
O/DDI		354, Admin	25X1A
OCR			

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ORR

1117, M

ONE

105, Admin

OCI

2052, Q

2052, Q

25X1A

OSI

1713, Barton

OBI

126, [REDACTED]

OO

402, 1717 H

523, 1717 H

523, 1717 H

410, 1717 H

414, 1717 H

2021, [REDACTED]

2029, [REDACTED]

25X1A

STATSPEC CONTACTS

SOVMAT

FDD

Special Asst. for DD/S

222, East

Audit

1113, I

Management

555, 1717 H

Medical

1303, J

Communications

2308, I

Comptroller

1309, Alcott

Finance

2000, I

Logistics

2406, Qtrs. I

Personnel

249, Curie

Security

2514, I

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